



MRC Job Posting

POSTING DATE: May 7, 2012

JOB TITLE: Finance Director

JOB ORDER: 003

HOURS: Full-time, 40 hours/week

REPORTS TO: CEO

JOB FUNCTIONS: Serve as chief financial administrator for all accounting, program data, and reporting, in accordance with policies and procedures of MRC Industries.

Essential Duties and Responsibilities:

1. Assist the President with long range planning and goal setting for MRC Industries and works toward the achievement of overall agency goals.
2. Develop goals and objectives for the finance and support services areas.
3. Manage resources and implement strategies to achieve goals and objectives.
4. Assign responsibility and exact accountability for results.
5. Measure results by determining performance standards, determining critical data, and collecting data on a predetermined basis.
6. Make recommendations for MRC policies and develop procedures for assigned areas.
7. Assure that work is carried out in accordance with all applicable CAREF, DMH, Medicaid, DOL, OSHA, and other local, state, and federal regulations and MRC policies and procedures.
8. Provide staff assistance to the MRC Board of Director's Finance Committee.
9. Be responsible for assigned budget line items, assuring that expenditures occur according to plan.
10. Assist with providing leadership for overall agency initiatives and special projects.
11. Develop, direct, and maintain the accounting system in accordance with generally accepted accounting principles (GAAP), and other contractual requirements.
12. Present financial statements monthly and alert the President and the Finance Committee of any issues or problems.
13. Prepare all tax returns and reports.
14. Supervise and prepare financial and statistical reports.
15. Prepare all fiscal reports required by funding agencies, federal and state regulations, insurance regulations, or sources.
16. In conjunction with the President and management staff, prepare the annual operating and capital budget.
17. Work with the President and other management staff to determine costs, yearly overhead factors, profitability of contract and enclave work, and production costs.
18. Direct systems analysis work as needed.
19. Supervise the annual audit.
20. Establish and review internal control procedures.
21. Prepare payroll and related reports and insures that all federal and state requirements are met.
22. Prepare the financial data necessary for grant applications, funding requests, loan sources, or other occasions as appropriate.
23. Control cash including all banking functions.

24. Oversee the purchase and maintenance of office equipment.
25. Oversee data processing operations including the development and maintenance of program Information system.

Non-Essential Duties and Responsibilities:

1. Assure compliance with health and safety protocols.
2. Assure that recipient rights and confidentiality are protected in accordance with agency policy and the Mental Health Code.
3. Other duties as assigned by the President.

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's degree in Accounting, Finance, or Business Administration or equivalent education and experience required.
2. Master's of Business Administration or Master's of Public Administration preferred.
3. Minimum five years' experience and advanced working knowledge of accounting systems for an organization with a complex funding structure and a budget with a minimum of \$3,000,000 required.
4. Minimum one year supervisory experience required.
5. Proficiency in automated accounting systems required.
6. Experience with development of and management of budgets required.
7. Excellent analytical and communications skills required.
8. Experience with risk management and knowledge of applicable insurance coverages required.
9. Must have a valid Michigan Driver's license and a good driving record. Availability of licensed, insured, vehicle for use on the job is required.
10. Criminal records, driving and Recipient Rights screening are required for this position.

Physical Requirements

1. Must possess manual dexterity needed to operate a computer keyboard, calculator and other office equipment
2. Must be able to sit at a computer workstation for prolonged periods of time

WORKING CONDITIONS

- Office environment with noise from computers, copiers, telephones and staff and client interactions
- Work hours may vary and may require evening, weekend and holiday hours; must be willing to serve as on call supervisor

PAY RANGE: \$49,998 – \$74,997 + Full Benefits

TO APPLY: Send resume or complete application form, refer to Job Order #003 and return or email to:

**HR Manager
MRC Industries, Inc.
2538 S. 26th Street
Kalamazoo, MI 49048
hr@mrcindustries.org**

***applications may be printed off MRC's website at www.mrcindustries.org**

DEADLINE: May 25, 2012 at 5:00pm

